

From: Mindy Landau, EDO
To: Bruce Mallett; Eileen Mason; Elizabeth Hayden; Elmo Collins; Francine Goldberg; Francis Cameron; Frederick Combs; G Paul Bollwerk; Jacqueline Silber; James Johnson; John Larkins; Joseph Holonich; Lee Dewey; Lynn Deering; Pat Gwynn; Renee Pedersen; Roger Hannah; Sandy Joosten; Steven Reynolds; Susan Frant; Thomas Martin; Wayne Lanning
Date: 6/6/01 1:21PM
Subject: Communications Task Force summary and agenda

Thanks to all of you for another productive meeting. Attached is the meeting summary (thanks to Sandy Joosten again!) and an agenda for next week's meeting which will be held on **Tuesday, June 12, from 2-4 p.m. in Room O-16B4. Regions, please dial in on 301-415-5539, pass code 4374#.** Also attached is an agenda for that meeting. If anyone has issues or questions, please call me at 415-8703. I look forward to seeing/hearing from all of you!

Mindy

CC: J. Bradley Fewell; Karen Olive; Lucia Lopez; Marlene Crigger; Patricia Norry; Roland Lickus; William D. Johnson

M-5

(10)

AGENDA FOR 6/12 MEETING OF THE COMMUNICATIONS TASK FORCE

Discussion of offices' review of public meeting web site for the upcoming month and appropriate categorization of 3 types of meetings

Discussion of remainder of activities which need to be addressed in the SRM response:

Telephone access to meetings, including cost, logistics (# of phone lines, location), restrictions on certain categories of meetings, etc. What about audiotaping?

How can the public request a meeting with NRC? Provide input to agenda items?

How can we assure follow-up from meetings is attained?

Security issues - processing at One White Flint, and inconsistencies in security procedures at other locations

Basic info at NRC - supplement to reactor oversight handbook, others (?)

Guidance to staff on utilizing current meeting site, information that can be accommodated on the site now, and information that can be accommodated in the long-term. Assess current meeting notice time (2 weeks), other methods for meeting notification (snail mail, broadcast fax, list-serves)

Public contact at NRC to parcel out concerns to appropriate staff

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**Communications Task Force
Meeting Minutes
June 5, 2001**

The task force discussed each type of meeting and redefined the descriptions/examples as noted below. Staff guidelines for follow-up for each meeting level were defined, as well as basic meeting information to be provided before the meeting. It was agreed that the Commission Paper should include a discussion of the current Commission Policy Statement on Staff Meetings Open to the Public and specifically state which meetings will not be covered by any new recommendations (Commission Meetings, Advisory Committee Meetings, Agreement State and other government meetings, ASLBP Hearings-- 2.206 petition meetings also have their own procedures)

1. NRC Meetings with one Licensee/Applicant/Petitioner/Vendor (NSSS Supplier) on a specific issue with the intent of discussing particular issues regarding their specific facilities or license.

Examples:

- enforcement conference
- end of cycle (reactor oversight)
- regulatory conference
- restart meetings
- inspection exits (AIT, IIT and others as appropriate)
- license amendments

Level of Participation:

Public observation only during the meeting. NRC available to answer questions from the public at the end of the meeting. Licensee participation voluntary.

Follow-up:

No additional follow-up required by the staff beyond questions responded to after the meeting.

Background Documents in ADAMS:

1. As a minimum, provide agenda or items to be discussed
2. Participants List
3. If available, identification of any background documents (include ADAMS MLs in meeting notice).

2. NRC Meetings with groups of industry representatives, licensees, vendors, or non-governmental organizations, including public interest groups, to discuss issues with generic implications.

Examples:

- licensing action task forces
- Industry Groups (i.e. NEI)
- Owners Groups Meetings
- public interest (non-governmental) groups

Level of Participation:

Public observation and some participation during the meeting. More opportunity for questions or comments at certain points during the meeting.

Follow-Up:

Formal follow-up by NRC staff; provide answers as appropriate. Anything that cannot be answered or addressed at this time should be assigned to the staff as an action item.

Package should be maintained ADAMS and include:

1. Agenda or Items to be Discussed
 2. Participants List
 3. Any pertinent background documents (include ADAMS Package ML in meeting notice). Optional posting of background documents to the NRC Web Site.
 4. Meeting Attendance List will be made public and included in the ADAMS Package
3. NRC Meetings with the public to discuss regulatory issues. (Meetings with the express intent of exchanging information with the public)

Examples:

- EIS scoping
- generic issues such as decommissioning, waste, etc.
- workshops
- RIC Conference
- roundtable discussions
- proposed rulemakings

Follow-Up:

Similar to #2, formal follow-up by NRC staff.

More resources devoted to providing background documents for this type of meeting. A website should be established, and package should be maintained in ADAMS and include:

1. Agenda
2. Participants list
3. Any pertinent background documents (include ADAMS Package ML in meeting notice).
4. Transcripts
5. Meeting summary
6. Meeting attendance list will be made public and included in the ADAMS package.

The group agreed that the staff needs guidance on sample agendas and standardization of meeting notices on the WEB. This could be accomplished by developing specific templates for each meeting level.

It was agreed that staff should be instructed to bring useful material (fact sheets, brochures) to all meetings, regardless of type, for general information purposes and to help answer questions.

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The task group also agreed that the NRC feedback form should not be given out at Level 1 meetings. Another option is to develop a different form for these meetings.

An addition meeting (6/12) will be required to discuss such items as telephone access and location meetings, and other issues that cannot be addressed by staff training.

Assignments

All program offices and Regions will review the listing of future meeting for the next month and determine meeting category for each.

ADM to provide information on resources/logistics for telephone access to meetings.

OCIO to provide short and long term capabilities of the web meeting notice system.

Parking Lot Issues

How to handle meetings that have open and closed portions. How to handle proprietary discussions; meetings that may contain safeguards information.

Staff needs to manage expectations at the beginning of meeting, re: participation levels.

Is there a difference in the way NRC initiated vs. licensee initiated meetings are categorized or handled?

Need for a "Standard of Conduct" for meetings.